



DEPARTMENT OF THE ARMY
U.S. ARMY MILITARY DISTRICT OF WASHINGTON
JOINT FORCE HEADQUARTERS-NATIONAL CAPITAL REGION
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ANPE

MAR 14 2016

MEMORANDUM FOR SEE DISTRIBUTION

**SUBJECT: Policy Letter – Uniform and Dress of Military and Civilian Personnel –
Memorandum #10**

1. REFERENCES.

- a. ALMAR 054/06, subject: Uniform of the Day for the National Capital Region (NCR).
- b. Guidance Memorandum (GM) 36-01, Air Force District of Washington (AFDW), subject: AFDW Guidance Memorandum to AFI 36-2903.
- c. Memorandum, HQDA, DACS-ZA, subject: Review of the Army Uniform Policy for Personnel at the Pentagon.
- d. NAVADMIN 084/13, Chief of Naval Operations (CNO), N1, subject: Navy Working Uniform Type I Update.
- e. Air Force Instruction (AFI) 36-703 (Civilian Conduct and Responsibilities).
- f. Marine Corps Order (MCO) P1020.34G with Changes 1-5, subject: Marine Corps Uniform Regulations.
- g. AFI 36-2903 (Dress and Personal Appearance of Air Force Personnel).
- h. Department of the Navy – Navy Personnel (NAVPERS) 15665i (United States Navy Uniform Regulation).
- i. Coast Guard Commandant Instruction (COMDTINST Manual) M1020.6H (Uniform Regulation).
- j. Army Regulation (AR) 670-1 (Wear and Appearance of Army Uniforms and Insignia).

2. PURPOSE. To provide guidance to Joint Force Headquarters-National Capital Region/U.S. Army Military District of Washington (JFHQ-NCR/USAMDW) personnel on military and civilian duty attire.

3. APPLICABILITY. This memorandum applies to all servicemembers and civilian personnel assigned to and/or under the operational control of JFHQ-NCR/USAMDW and JTF-NCR.

ANPE

SUBJECT: Policy Letter – Uniform and Dress of Military and Civilian Personnel – Memorandum #10

4. DEFINITIONS.

a. Class A / Professional / Business Attire. [Military: Army Service Uniform (ASU); Navy Full / Service Dress Blue/White; Marine Service Alpha (olive green jacket); Air Force Service Dress; or Coast Guard Full / Dinner / Service Dress Blue/White.] [Civilian: Men – Business suit with tie; Women – Business suit / dress/skirt or pant suit.]

b. Class B / Informal / Business Casual. [Military: Service without coat, i.e. wear of ribbons is optional; Marine Service Bravo (winter) or Service Charlie (summer).] [Civilian: Men – Sport coat with open collar shirt or dress shirt (tucked). Tie is optional; Women – skirt or dress, slacks with jacket, or pantsuit.]

c. Class C / Duty Uniform / “Relaxed” Business Casual. [Military: Army Combat Uniform (ACU); Navy Utility, Working Uniform; Marine Pattern; Airmen Battle Uniform (ABU); or Coast Guard Operational Dress.] [Civilian: Men – Slacks with open collar shirt or slacks with shirt; No sport coat); Women – Slacks or skirt with blouse.]

d. Class D / Labor and work related. [Jeans or equivalent attire if position description or mission requires non-administrative tasks such as grounds maintenance during Spring cleanup, site work, tasks associated with moving items such as office moves, storage area cleanup, etc.]

e. Class E / Casual Friday. For civilians, any combination of Class A through D based on mission/desires. [Civilian: jeans, Dockers, khakis, or similar attire]; for military the duty uniform (Class C).

f. Class F / Organization Day. [Shorts / T-shirts / etc.]

g. Mission Partner (DoDD 8000.01, Feb 10, 2009). Those with whom the Department of Defense cooperates to achieve national goals, such as other departments and agencies of the U.S. Government; state and local Governments; allies, coalition members, host nations and other nations; multinational organizations; non-governmental organizations; and the private sector.

h. Official Event/Engagement. Duties performed in a government salaried status.

5. POLICY.

a. The unique mission and area of operation of the JFHQ-NCR/USAMDW necessitates we present a professional appearance when interacting with outside agencies/units/organizations and individuals. The American public, elected representatives, and outside organizations draw certain conclusions on our effectiveness based on the image we present. Unless health and safety

ANPE

SUBJECT: Policy Letter – Uniform and Dress of Military and Civilian Personnel – Memorandum #10

standards or the nature of the meeting (i.e. sporting event, formal dinner, etc.) dictates otherwise, the following uniform/clothing attire will be adhered to under these situations:

(1) Official Events/Engagements.

(a) Meeting with the public or elected officials, the uniform is Class A / Professional / Business Attire, unless the situation dictates otherwise.

(b) Meeting at the White House to include the Old Executive Office Building, the U.S. Capitol and the House/Senate Office Buildings the uniform is Class A / Professional / Business Attire.

(c) Meeting at the Pentagon, servicemembers will adhere to the established uniform policy of their Service. References 1.a. through 1.d. are additional guidance(s) to those Service regulations/instructions that are specifically for servicemembers assigned or visiting the National Capital Region. Civilians will wear the Class A / Professional / Business Attire or Class B / Informal / Business Casual; unless otherwise directed by the host.

(d) Meeting hosted by this Headquarters, the duty uniform is Class C / Duty Uniform / “Relaxed” Business Casual; unless otherwise directed by the host.

(e) Meeting hosted by mission partners, Class A / Professional / Business Attire or Class B / Informal / Business Casual are acceptable attire; unless otherwise dictated by the host. The Army ACU or Service equivalent is not authorized.

(f) While performing daily or JTF duties within the Joint Operations Center (JOC), the uniform is Class C / Duty Uniform / “Relaxed” Business Casual.

(2) Exceptions to para 5.a.(1)(a) thru (e).

(a) The Host may dictate the dress/grooming standards.

(b) The Commanding General may direct a change in dress policy based on mission requirements, e.g., “Relaxed” Business Casual at the US Capitol during State Funeral Training.

b. JFHQ-NCR/USAMDW.

(1) Employees are expected to comply with dress and grooming standards based on comfort, productivity, health, safety, and type of position occupied. When clothing such as coats and ties create discomfort during hot weather and in places where cooling is minimized to conserve energy, Directors/Senior person may modify requirements.

ANPE

SUBJECT: Policy Letter – Uniform and Dress of Military and Civilian Personnel – Memorandum #10

(2) Friday is designated as “Casual Friday” for all civilian personnel, therefore more casual clothing may be worn; Class A through E as required by the individual’s duty.

(3) Both military and civilian personnel should be prepared, if mission dictates, to change in to the appropriate attire, as required by the meeting host or duty location.

(4) Temporary Duty. Employees are expected to comply with dress and grooming standards based on comfort, productivity, health, and safety.

(5) Arlington National Cemetery. Employees are expected to comply with dress and grooming standards based on the official nature of the event, purpose of visit, or as authorized by the command (e.g., the Army Combat Uniform for Soldiers participating in Flags-in/out).

(6) Provided below is a general guideline (not all inclusive) of what is acceptable business casual attire for an office environment, which is not all-inclusive. If an employee is not sure if something is acceptable, their supervisor should be consulted.

(a) Clothing will be neat and clean. Employee attire will be in good repair, and should not be considered offensive, disruptive, or unsafe.

(b) Footwear will be supportive of this Headquarters Dress Code /Uniform Categories A through F, duty responsibilities, and applicable personal protective equipment to mitigate environmental safety hazards.

(c) Employees who wear standard uniforms (guards, firefighters, etc.) may be expected to comply with grooming and appearance standards that are more stringent than those required of other employees.

6. PROPONENT. The J/G1 is the proponent for this JFHQ-NCR/USAMDW policy.



BRADLEY A. BECKER
Major General, US Army
Commanding

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